



State Auditor
Rebecca Otto

OFFICE OF THE STATE AUDITOR

E-Update

*The official online news
publication of the Office
of the State Auditor*

December 16, 2011

1. Update: Volunteer Fire Relief Association Working Group
2. Deadline: Special District Financial Reporting Form
3. Deadline: Forfeiture Reporting Form
4. Avoiding Pitfalls: Municipal Liquor Store Internal Controls

1. Update: Volunteer Fire Relief Association Working Group

The Volunteer Fire Relief Association Working Group met on December 13. Working Group members reviewed draft language for several technical legislative changes. The members also discussed three issues regarding deferred service pensions and interest allocations for deferred members.

The next Working Group meeting will be Tuesday, January 17th, from 11:00 a.m. to 1:00 p.m. at our office in Saint Paul. Working Group meetings are open to the public and those interested are encouraged to attend.

Meeting agendas and materials are available on our website at:

<http://www.auditor.state.mn.us/default.aspx?page=reliefworkinggroup>.

2. Deadline: Special District Financial Reporting Form

Special District Financial Reporting Forms & Audited Financial Statements are due December 31st for districts whose fiscal year ended June 30, 2011. The financial reporting form can be found at:

<https://www.auditor.state.mn.us/safes/>.

3. Deadline: Forfeiture Reporting Form

December 20th is the deadline for law enforcement agencies to report final disposition of property seized subject to forfeiture for the month of November. DWI forfeitures are now required to be included. To report final disposition of forfeitures, please go to:

<https://www.auditor.state.mn.us/safes/>.

4. Avoiding Pitfalls: Municipal Liquor Store Internal Controls

Municipal liquor stores are cash businesses that present financial risks. As a result, cities should actively monitor their municipal liquor store operations.

The Office of the State Auditor has a Statement of Position entitled Internal Controls for Municipal Liquor Stores that contains several internal control suggestions to assist cities that have municipal liquor stores. To view the complete Statement, please go to:

<http://www.auditor.state.mn.us/default.aspx?page=20110607.014>.

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The Office of the State Auditor is located at 525 Park Street, Suite 500, St. Paul, MN 55103.
Phone: (651) 296-2551 or (800) 627-3529 (TTY) Fax: (651) 296-4755.
Web: www.auditor.state.mn.us.